



Login Supplier Portal (with MFA)

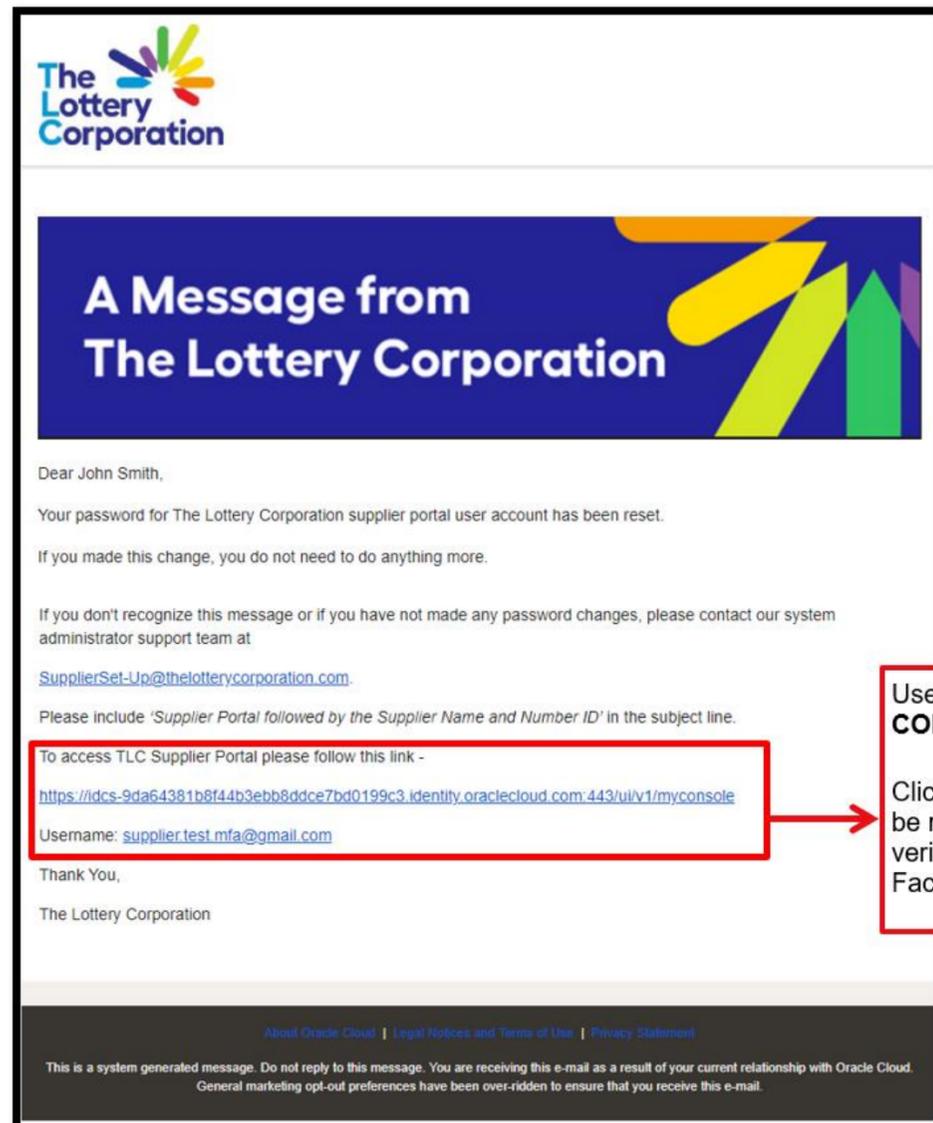
QUICK REFERENCE GUIDE

Login via MFA (Multi Factor Authentication)



Optimize your browsing experience in **The Lottery Corporation Supplier Portal** with  **Microsoft Google Chrome browser.**

Click on the **Supplier Portal URL** provided in the password reset confirmation email or click this [Supplier Portal Link](#) to access The Lottery Corporation Supplier Portal



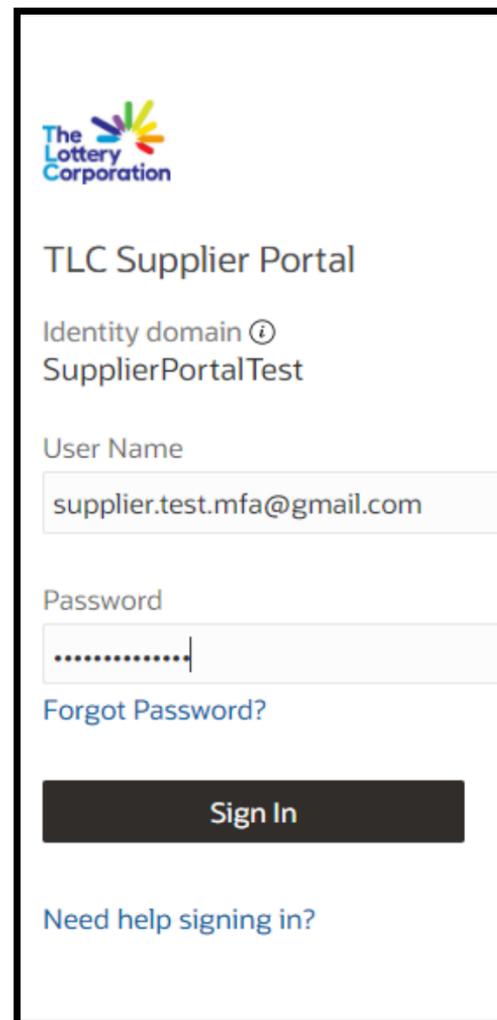
User will be redirected to a page with **CONTINUE SIGN-IN** button.

Click on the **SIGN-IN URL** and user will be redirected to enable secure verification, i.e. login via MFA (Multi Factor Authentication).

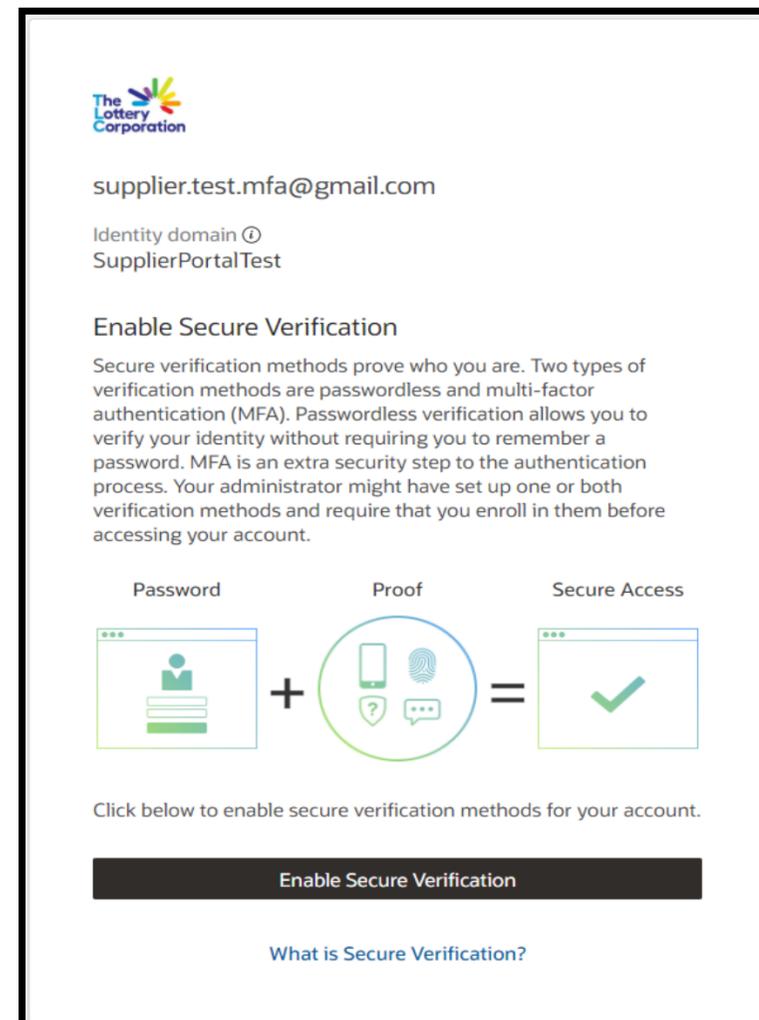
Registration Access

- Please enter User Name (email) and Password to **Sign In**.
- Follow the prompt to **Enable Secure Verification**, by selecting the preferred multi-factor authentication (MFA) choice from options offered (example below).

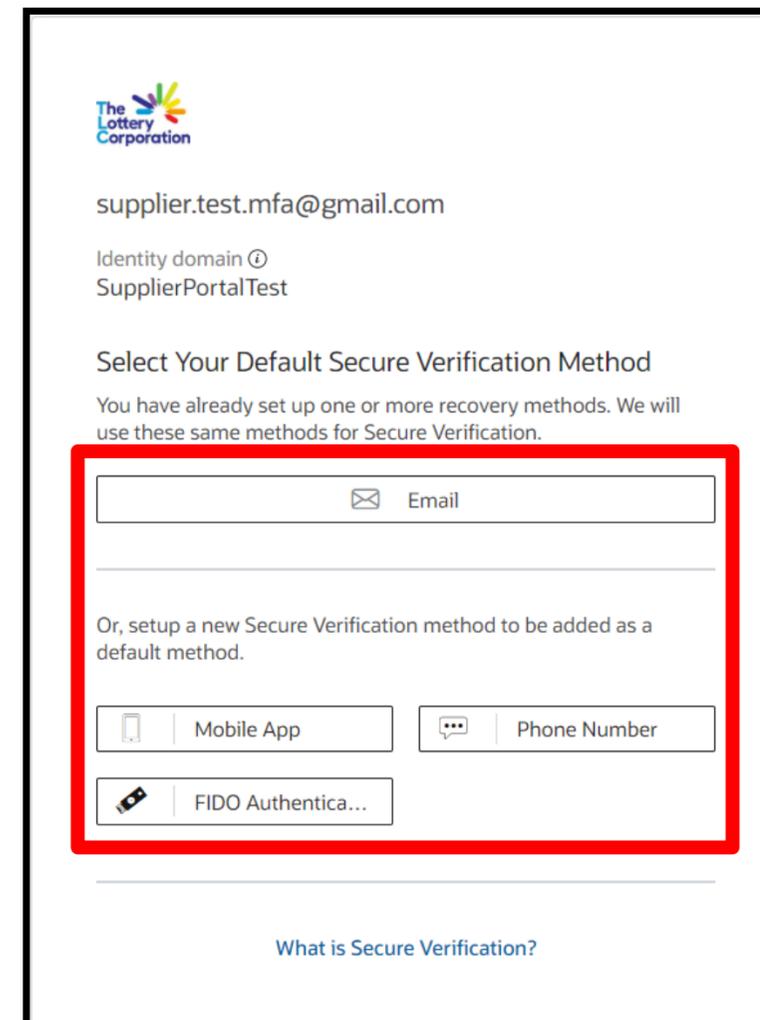
Once MFA login is complete, user will have access to the **My Apps, The Lottery Corporation Supplier Portal**.



The Lottery Corporation logo is at the top left. Below it, the text reads "TLC Supplier Portal". Underneath, "Identity domain ⓘ SupplierPortalTest" is displayed. There are two input fields: "User Name" containing "supplier.test.mfa@gmail.com" and "Password" with masked characters. A "Forgot Password?" link is below the password field. A large black "Sign In" button is at the bottom, with a "Need help signing in?" link below it.



The Lottery Corporation logo is at the top left. The email "supplier.test.mfa@gmail.com" and "Identity domain ⓘ SupplierPortalTest" are shown. The heading "Enable Secure Verification" is followed by explanatory text. A diagram shows "Password" (represented by a person icon) plus "Proof" (represented by a phone and fingerprint icons) equals "Secure Access" (represented by a checkmark icon). Below the diagram, there is an "Enable Secure Verification" button and a "What is Secure Verification?" link.



The Lottery Corporation logo is at the top left. The email "supplier.test.mfa@gmail.com" and "Identity domain ⓘ SupplierPortalTest" are shown. The heading "Select Your Default Secure Verification Method" is followed by explanatory text. A red box highlights three selection options: "Email" (with an envelope icon), "Mobile App" (with a phone icon), and "FIDO Authentica..." (with a key icon). Below the options, there is a "What is Secure Verification?" link.



Should you encounter any issues logging into the portal, please contact SupplierSet-Up@thelotterycorporation.com

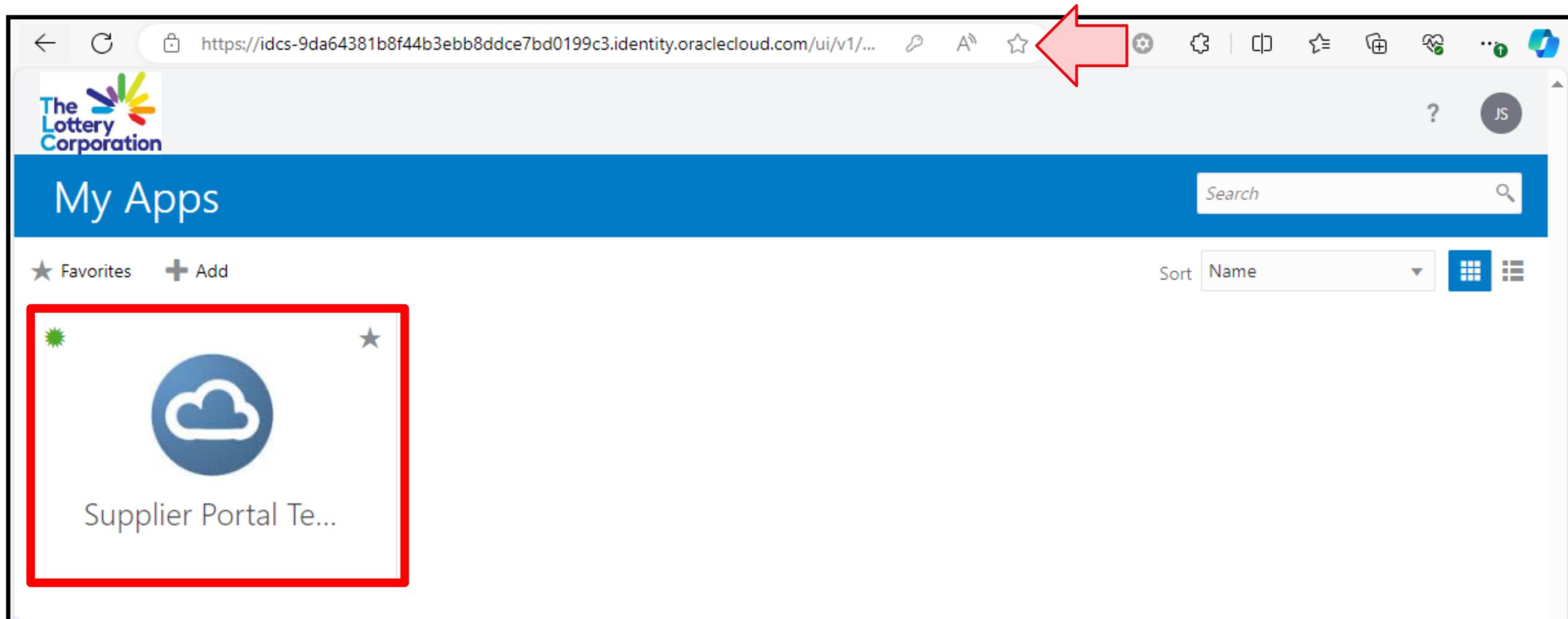


How to navigate - Supplier Portal

QUICK REFERENCE GUIDE

Access My Apps – Supplier Portal

- Once MFA login is completed, user will be directed to **My Apps, The Lottery Corporation Supplier Portal**.
- To bookmark The Lottery Corporation Supplier Portal login page, please favourite the URL page when you are at this step.
- To access the Supplier Portal, please click the  **Supplier Portal** icon.



Access My Apps – Supplier Portal

You are now logged in into MyOracle.

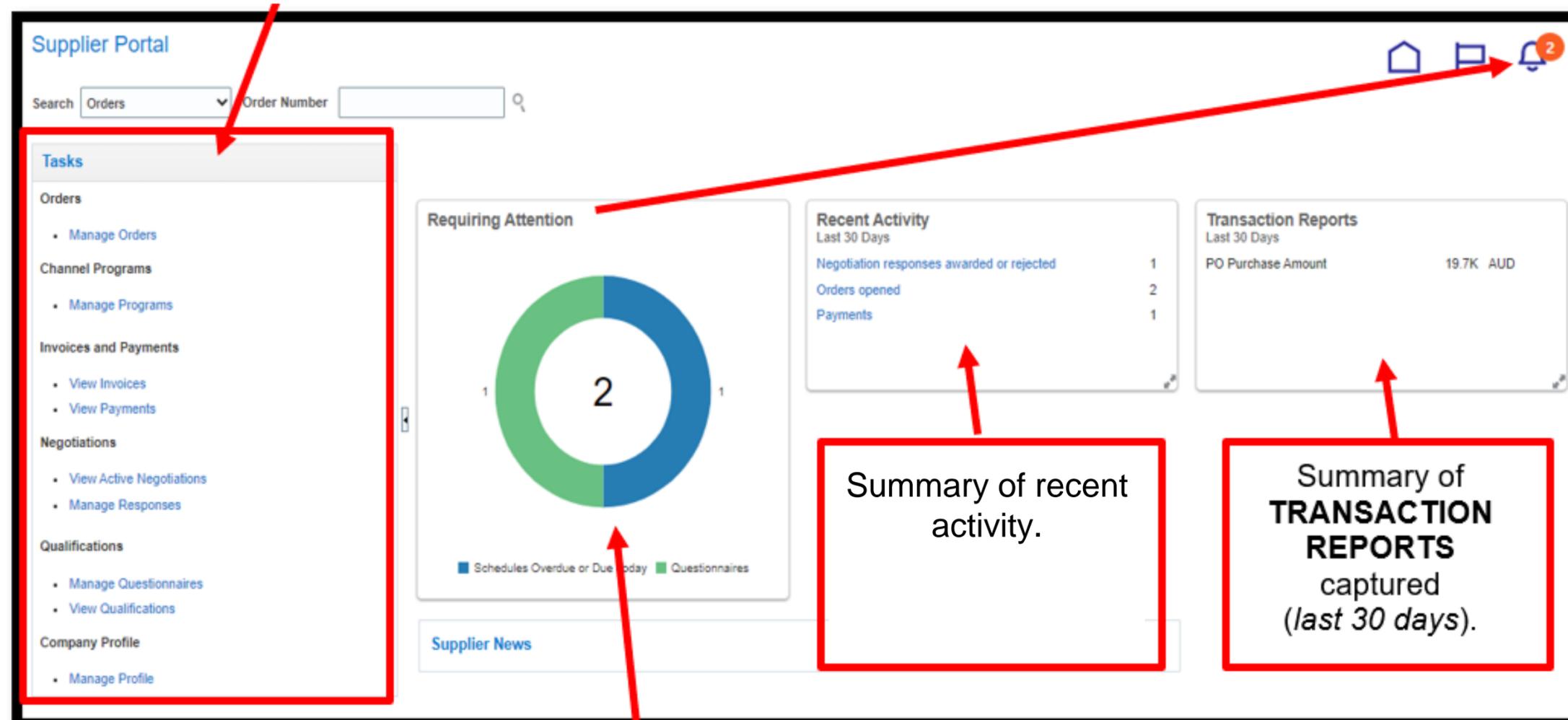
Click on **Supplier Portal** module to view functions.



The screenshot shows the My Oracle Supplier Portal interface. At the top left is the My Oracle logo. Below it, the user is greeted with "Good afternoon, LIAN TEST 2 WHITEFIELD". A navigation bar contains "Supplier Portal", "Tools", and "Others". Under the "APPS" section, the "Supplier Portal" icon is highlighted with a red box. A red arrow points from this icon to a home icon in the top right corner, which is also highlighted with a red box. A red dashed box contains the following text: "Top Tips: Select the **HOME** icon at anytime to return to the **HOME PAGE**." Below the apps section, there is a "Things to Finish" section with two cards: "Assigned to Me" with a count of 0 and "Created by Me" with a count of 0. To the right of these cards is a notification area with a bell icon and the text "You have no open notifications."

Navigate Dashboard

To **view / update** company information simply navigate to one of the **task** option on the left panel.



Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
- Channel Programs
 - Manage Programs
- Invoices and Payments
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

2

Schedules Overdue or Due today | Questionnaires

Recent Activity
Last 30 Days

Negotiation responses awarded or rejected	1
Orders opened	2
Payments	1

Transaction Reports
Last 30 Days

PO Purchase Amount	19.7K AUD
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Supplier News

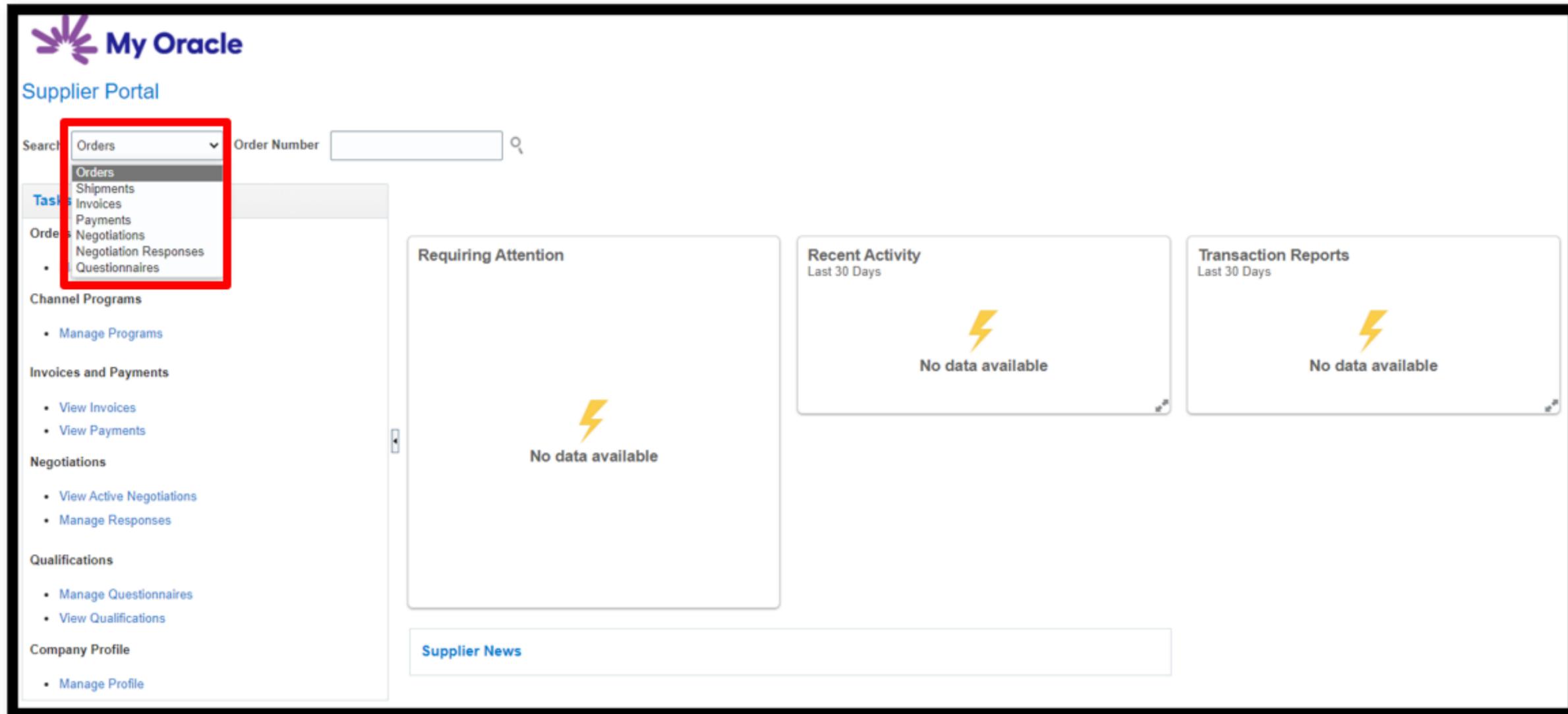
Notification of task that require actioning. Reminder also appear on the bell icon

Summary of recent activity.

Summary of TRANSACTION REPORTS captured (last 30 days).

Search Options

View quick search options from drop down.

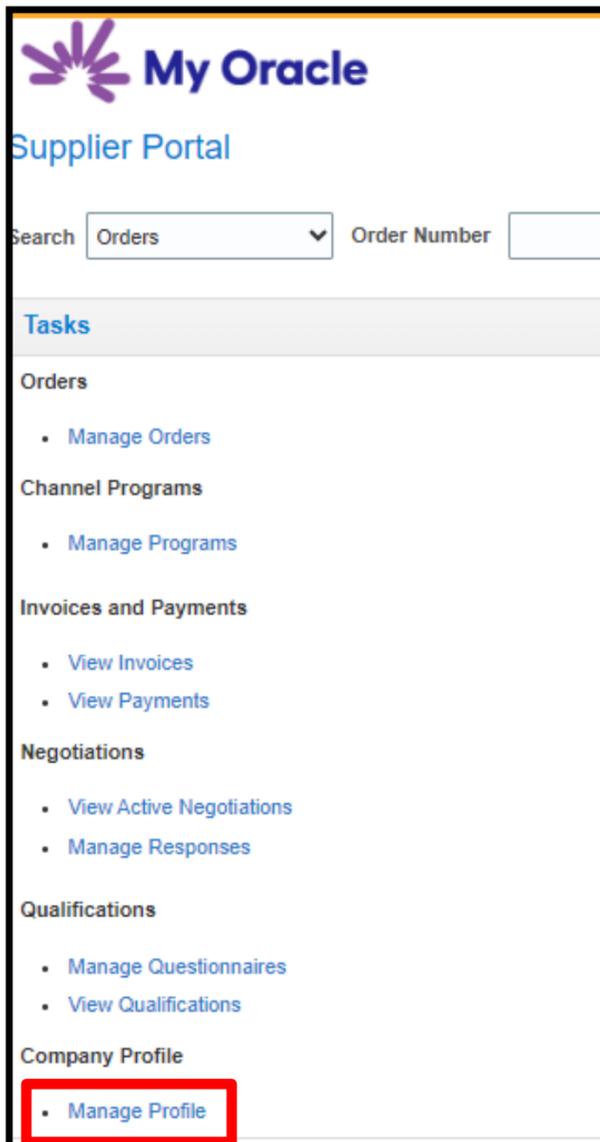


The screenshot displays the 'My Oracle Supplier Portal' interface. At the top left, the 'My Oracle' logo is visible. Below it, the 'Supplier Portal' title is shown. A search bar is located at the top left, with a dropdown menu currently set to 'Orders'. This dropdown menu is highlighted with a red box and lists the following options: Orders, Shipments, Invoices, Payments, Negotiations, Negotiation Responses, and Questionnaires. To the right of the search bar is an 'Order Number' input field with a search icon. The main content area features three dashboard cards: 'Requiring Attention', 'Recent Activity Last 30 Days', and 'Transaction Reports Last 30 Days'. Each of these cards displays a yellow lightning bolt icon and the text 'No data available'. At the bottom of the dashboard, there is a 'Supplier News' section.



To ensure data accuracy, it is essential to regularly check, verify and update your company details as required.

Select **Manage Profile** task.

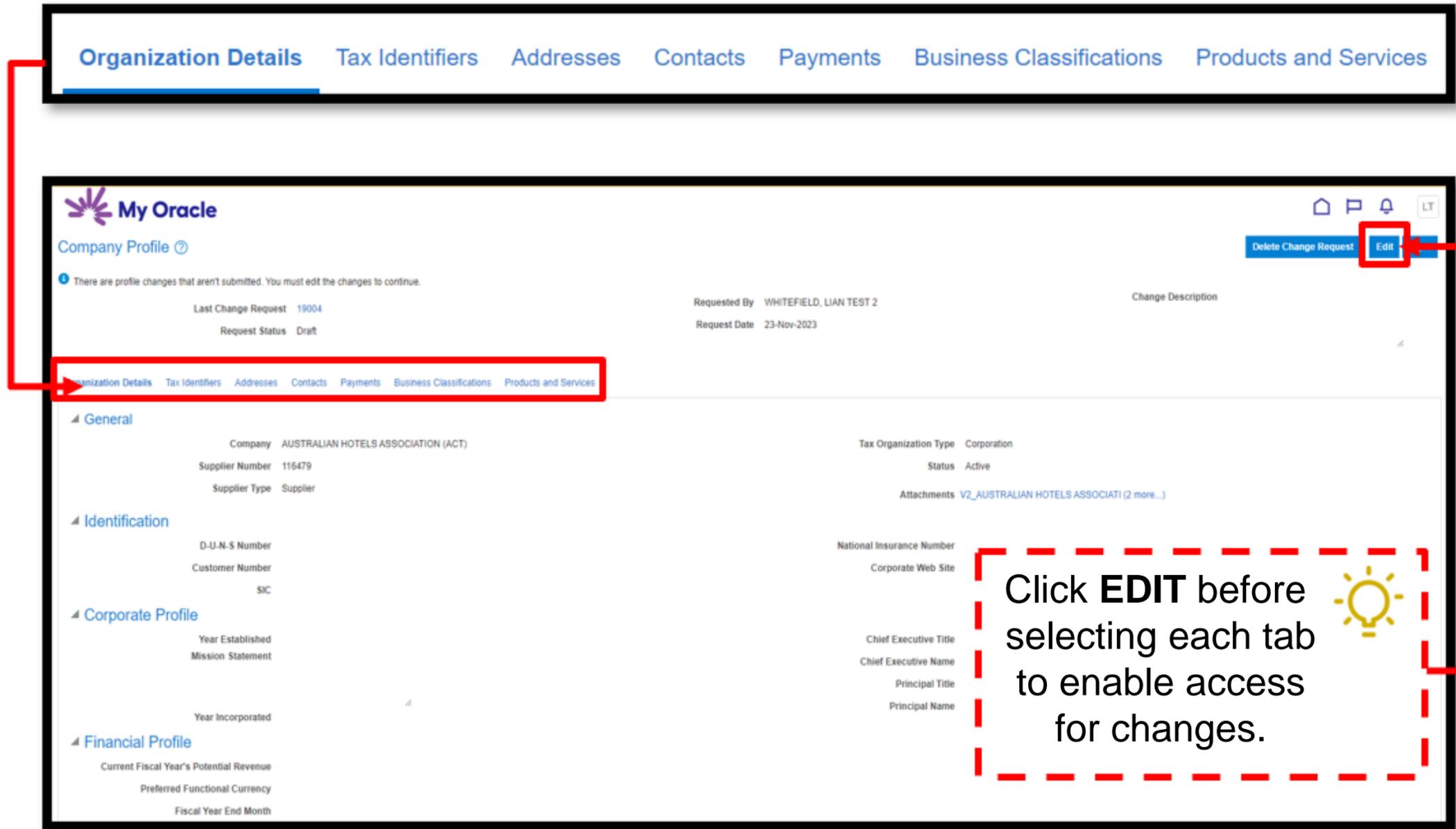


The following information are available in **manage profile** section:

- Organisation details
- Tax details
- Address
- Contact
- Bank Account
- Business Classifications
- Category (Products and Services provided).

Update Profile Details

Navigate through each tab to check and update the details.



Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

My Oracle
Company Profile

There are profile changes that aren't submitted. You must edit the changes to continue.

Last Change Request 19004
Request Status Draft

Requested By WHITEFIELD, LIAN TEST 2
Request Date 23-Nov-2023

Change Description

Delete Change Request Edit

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company AUSTRALIAN HOTELS ASSOCIATION (ACT)
Supplier Number 116479
Supplier Type Supplier

Tax Organization Type Corporation
Status Active
Attachments V2_AUSTRALIAN HOTELS ASSOCIATI (2 more...)

Identification

D-U-N-S Number
Customer Number
SIC

Corporate Profile

Year Established
Mission Statement

Financial Profile

Year Incorporated
Current Fiscal Year's Potential Revenue
Preferred Functional Currency
Fiscal Year End Month

National Insurance Number
Corporate Web Site
Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Click **EDIT** before selecting each tab to enable access for changes.

